CMICC

Interoperable Communications Project

Phase I: Needs Assessment

STATUS REPORT
for the period:

September 26, 2005
Through
October 10, 2005

PREPARED BY: Northrop Grumman

SECTION 1 – OVERALL PROJECT STATUS

Introduction

The scope of the first Phase of the project, is (from the Statement of Work): "…a broad Needs Assessment of the six member counties of CMICC, a Gap Analysis to determine the gap between where consortium members are today, where they desire and where they need to be, as determined by the Needs Assessment. The project will produce a high-level schedule and workplan, to fill that gap, and a high-level cost to implement it."

Project participants include:

Name	Representing	Project Role
Cindy Mullaney	Pondera County DES	Project Director, Pondera County Representative
Dick Van Auken	Teton County	Teton County Representative
Vince Kolar	Cascade County DES	Cascade County Representative
Linda Williams	Chouteau County	Chouteau County Representative
TBD	Judith Basin DES	Judith Basin County Representative
Karen Marks	Fergus County DES	Fergus County Representative
Sue Demontiney	Chippewa Cree Tribe	Chippewa Cree Representative
Tom Olsen	Northrop Grumman	Project Manager

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<u>Current Overall Project Status</u>

The second meeting of the Technical Committee was held in Great Falls on October 4, 2005.

The report is in progress and will be the focus of the rest of the project. Preliminary design work is nearing completion.

The following information is still outstanding and is at risk of not making the deadline for the final report:

> **<u>Questionnaires</u>** – The Chippewa Cree have not provided any questionnaires to date.

> **<u>Site surveys</u>** – There is still site survey data needed for:
> Cascade North
> Cascade South
> Gore Hill
> Milligan Hill
> South Moccasin
> Judith Peak

> **<u>Letters of Support</u>** – these will be accepted up until Wednesday October 26th. Following that point, they can still be gathered and delivered to Cindy Mullaney but will not be included in the report.

The project is currently on time and on budget.

<u>Activities Accomplished as Planned</u>

- Held the next Technical Advisory Committee meeting on October 4th in Great Falls
- Compiled priority statistics and completed graphing for regional needs assessment review meetings and for final report
- Scheduled review meetings in each region
- Initial report outline created and draft work begun
- Preliminary design roughed in, identified initial trunked site list

<u>Activities NOT Accomplished as Planned</u>

- None at this time.

Activities Planned for Next Period

- Hold stakeholder review meetings in each region of the consortium

- Submit site coordinates to Motorola for a few key site coverage maps *(note: this is not a guaranteed commitment, Motorola has been able to provide these in the past but their current workload determines if this "pre-sale" activity can be completed prior to the report deadline)*

- Finalize preliminary design

- Gather Chippewa Cree agency questionnaires

- Gather the last site survey data

- Prepare preliminary draft for review by CMICC Board on October 20th. The final report will be submitted for approval on October 31st.

Project Issues

Key data is still outstanding see details below.

Project Risks

None at this time.

County-By-County Overall Status

Pondera			
Task	**Status**	**Owner**	**Due**
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	July 11, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	July 18, 2005
Compile and return County Stakeholders List	Complete	Cindy Mullaney	July 18, 2005
Distribute Questionnaires	Complete	Cindy Mullaney	July 1, 2005
Fill out and return Questionnaires	Complete	Cindy Mullaney	August 26, 2005
Fill out and return Site Survey(s)	Complete	Cindy Mullaney	October 4, 2005
Letters of Support	Complete	Cindy Mullaney	October 4, 2005

Teton

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 25, 2005
Compile and return County Stakeholders List	Complete	Dick Van Auken	August 2005
Distribute Questionnaires	Complete	Dick Van Auken	July 1, 2005
Fill out and return Questionnaires	Complete	Dick Van Auken	August 2005
Fill out and return Site Survey(s)	Complete	Dick Van Auken	September 2005
Letters of Support		Dick Van Auken	

Cascade

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 9, 2005
Compile and return County Stakeholders List	Complete	Vince Kolar	August 23, 2005
Distribute Questionnaires	Complete	Vince Kolar	July 1, 2005
Fill out and return Questionnaires	Complete	Vince Kolar	August 23, 2005
Fill out and return Site Survey(s)		Vince Kolar	
Letters of Support		Vince Kolar	

Chouteau

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 24, 2005
Compile and return County Stakeholders List	Complete	Linda Williams	August 24, 2005
Distribute Questionnaires	Complete	Linda Williams	July 1, 2005
Fill out and return Questionnaires	Complete	Linda Williams	August 24, 2005
Fill out and return Site Survey(s)	Complete	Linda Williams	August 24, 2005
Letters of Support		Linda Williams	

Judith Basin

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Compile and return County Stakeholders List	Complete	Charlie Kolar	August 18, 2005
Distribute Questionnaires	Complete	Charlie Kolar	July 1, 2005
Fill out and return Questionnaires	Complete	Charlie Kolar	August 18, 2005
Fill out and return Site Survey(s)	Complete	Charlie Kolar	August 18, 2005
Letters of Support		??	

Fergus

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 16, 2005
Compile and return County Stakeholders List	Complete	Karen Marks	September 9, 2005
Distribute Questionnaires	Complete	Karen Marks	July 1, 2005
Fill out and return Questionnaires	Complete	Karen Marks	September 9, 2005
Fill out and return Site Survey(s)		Karen Marks	
Letters of Support		Karen Marks	

SECTION 2 – STATUS OF MILESTONES AND DELIVERABLES

As the project progresses, more milestones will be added, with completion dates.

Milestones	Planned Finish Date	Revised Finish Date	Actual Finish Date	Status	Comments

Project Kickoff	July 8, 2005		July 8, 2005	C	
Completion of County Stakeholder Meetings	Aug. 26, 2005		Aug. 25, 2005	C	
Completion of Site Surveys	Aug. 31, 2005	Sept. 19, 2005		IP	
Compilation of Questionnaire, Survey, and etc. material for deliverable	Aug. 31, 2005	Sept. 19, 2005		IP	
First Draft of Deliverable	Oct. 20, 2005				
Final Deliverable Due	Oct. 31, 2005				
Project Sign-off	Oct. 31, 2005				
IP = IN PROGRESS		C = COMPLETED / ACCEPTED			

SECTION 3 - FINANCIAL STATUS

Invoice Activity & Financial Summary

Invoice Date	Invoice Amount
July 29, 2005	$7590.38
August 24, 2005	$17,550.00

SECTION 4 - PROJECT STAFFING

As of the end of the reporting period, the following staff are (or have been) assigned to the project for some level of effort:

Tom Olsen – Project Manager

Mark Adams – assigned to the project as a consultant. He will be used by the Project Manager as necessary for consultation.

SECTION 5 – CUSTOMER RESPONSIBILITIES

♦ Control Scope – In each project or work order that Northrop Grumman undertakes, it is critical that the scope of expectations from our customers be clear and unchanging. If the scope does need to change, documentation to support this and clarify it is required. The Decision/Information Request (DIR) and Project Change Request (PCR) documents and processes will be used to control and document change.

♦ Respond to Project Control Documents in a Timely Manner - It is critical that Issues, DIRs and PCRs be responded to in a timely manner by our customer. Untimely responses may impact the ability to complete important project tasks.

♦ <u>Make Policy Decisions</u> – The CMICC will provide detailed and accurate policy decisions in order to allow the timely progress of system design and development.

♦ <u>Review Deliverables</u> – It is the responsibility of the clients to thoroughly review all project deliverables. Since the client is the one who ultimately knows and understands the business requirements better than anyone else, the responsibility of making sure all business requirements are met largely falls on their shoulders. Careful and thorough review of all project deliverables will help ensure the success of the project.

♦ <u>Coordinate County-Level Contacts And Information Gathering</u> – The County Representatives of the CMICC are responsible for coordinating the contacting of project stakeholders at the county level and information gathering from those stakeholders.